



Form current as at 1 July 2023

Application fee \$311.80

**Report and Consent –  
Daylight to Existing Habitable Room Windows - Application  
Regulation - 81**

**COVER SHEET – SECTION A**

**To:** Rob Skinner – Municipal Building Surveyor  
Murrindindi Shire Council  
PO Box 138  
ALEXANDRA VIC 3714

**Property Address:**

No: \_\_\_\_\_ Lot: \_\_\_\_\_ Street: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Applicant:**  Building Surveyor  Owner  Agent of Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact: Tel (BH): \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner:** (If not the applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact: Tel (BH): \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Brief Description of Proposal:**

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(Full description and reasons for application/s to be detailed in appropriate Section B)

Regulation/s being sought for variation please indicate all required			
Tick	Reg	Reporting Matter	Fee
	73	<b>Max Street Setback</b> (setback more than 1/3 depth of site)	\$311.80
	74	<b>Min Street Setback</b> (decrease in min street setback)	\$311.80
	75	<b>Building Height</b> (Overall building height >9m or 10m)	\$311.80
	76	<b>Site Coverage</b> (> 60%)	\$311.80
	77	<b>Permeability</b> (> 80% impermeable surface)	\$311.80
	78	<b>Car Parking</b> (< 2 car parking spaces)	\$311.80
	79	<b>Side &amp; Rear Setbacks</b> (Building within the prescribed envelope)	\$311.80
	80	<b>Walls on Boundaries</b> (Walls and carports over height or over length)	\$311.80
	81	<b>Daylight to Existing Habitable Room Windows</b> (Neighbours light court provisions)	\$311.80
	82	<b>Solar access to Existing North Facing Windows</b> (Building within the prescribed envelope)	\$311.80
	83	<b>Overlooking</b> (Increased overlooking into neighbours windows & SPOS)	\$311.80
	84	<b>Overshadowing of Recreational Private Open Space</b> (Increase in overshadowing)	\$311.80
	85	<b>Daylight to Habitable Room Windows</b> (Light court to new habitable room windows)	\$311.80
	86	<b>Private Open Space</b> (Decrease area of private open space)	\$311.80
	87	<b>Siting of Class 10a Buildings</b> (Outbuilding on a vacant site)	\$311.80
	89	<b>Front Fence Height</b> (Height of front fence > 1.5m or 2m)	\$311.80
	90	<b>Fence Setback from Side and Rear Boundaries</b> (Fences within the prescribed envelope)	\$311.80
	91	<b>Fences on or within 150mm of Side or Rear Boundaries</b> (Fences over height or length)	\$311.80
	92,93	<b>Fences on Street Alignments</b> (Corner fences > 1m within 9m to intersection)	\$311.80
	94	<b>Fences and Daylight to Windows in Existing Dwelling</b> (Neighbours light court provisions)	\$311.80
	95	<b>Fences and Solar Access to existing north facing Habitable Room windows</b>	\$311.80
	96	<b>Fences and Overshadowing or Recreational Private Open Space</b>	\$311.80
	97	<b>Masts, Poles etc</b> (Aerials etc > 3m (attached) or 8m (free standing))	\$311.80
<b>Total</b>			<b>\$</b>

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Owner

Applicant (who has the written agency to act for the owner)

**In order for your Application to be assessed in a timely manner, the following must be submitted:**

- Completed Cover Sheet – **Section A**
- Completed Assessment Criteria – **Section B**
- Two (2) sets of property prepared plans of the proposed works, including site plan (which must outline and setbacks of the neighbours properties, their habitable room windows locations, private and secluded private open space, shadow diagrams etc) floor plan(s), elevations etc.

**These plans must highlight areas of non-compliance for which ‘report and consent’ is being sought.**

- Completed ‘Adjoining/Nearby Neighbours Comment Form’ together with a signed plan from these neighbours that show they have a full understanding of the proposed variation – **Section C**
- A full copy of a current Certificate of Title of the allotment including lot plan, plan of subdivision, covenants, agreements, easements etc.
- Fee \$311.80 per regulation.
- Any other information that would support the application (i.e. photos)

**Appeal Rights:**

An owner can appeal to the Building Appeals Board within **30 days**, any:-

- Decision to refuse,
- Any condition(s) or requirement(s) imposed on the decision,
- Failure to make a decision within the prescribed time.



APPLICATION FOR 'REPORT & CONSENT'  
**ASSESSMENT CRITERIA - SECTION B**  
**Daylight to Existing Habitable  
Room Windows - Regulation  
81**

Form current as at 1 July 2023

**Description of Proposal and Reasons for  
Application**

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The Minister for Planning in his Minister's Guideline MG/12 has set out the Objectives and Decision Guidelines in respect to regulation **81** that Council must have regard to when considering varying a design and siting standard.

**Note:** If any matter set out in the guidelines is not met, then Council **must refuse** consent.

To assist Council in determining if the Objective and Decision Guidelines have been met, please describe how your application meets the following appropriate assessment criteria

**Objective**

To allow adequate daylight into habitable room windows.

## **Decision Guidelines**

- a) The building will not impact on the amenity of existing dwellings on nearby allotments; **and**

**Comment:**

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- b) The building is consistent with a building envelope that has been approved under a planning scheme or planning permit and/or included in an agreement under Section 173 of the Planning and Environment Act 1987.

**Comment:**

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